

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

## Request for Records Disposition Authority

Records Schedule Number           DAA-0481-2013-0008  
Schedule Status                    Returned Without Action

Agency or Establishment           Office of the Special Counsel  
Record Group / Scheduling Group   Records of the Office of the Special Counsel (MSPB)  
Records Schedule applies to       Agency-wide  
Schedule Subject                   USOSC Records  
Internal agency concurrences will be provided   No

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	38

### GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

## Outline of Records Schedule Items for DAA-0481-2013-0008

Sequence Number	
1	FILES OF THE SPECIAL COUNSEL AND DEPUTY SPECIAL COUNSEL - Council of Inspectors General on Integrity and Efficiency (CIGIE) or similar councils. Disposition Authority Number: DAA-0481-2013-0008-0001
2	FILES OF THE SPECIAL COUNSEL AND DEPUTY SPECIAL COUNSEL - Council of Inspectors General on Integrity and Efficiency (CIGIE) or similar councils Disposition Authority Number: DAA-0481-2013-0008-0002
3	FILES OF THE SPECIAL COUNSEL AND DEPUTY SPECIAL COUNSEL - Subject Files Disposition Authority Number: DAA-0481-2013-0008-0004
4	FILES OF THE SPECIAL COUNSEL AND DEPUTY SPECIAL COUNSEL - Schedule of Daily Activities Disposition Authority Number: DAA-0481-2013-0008-0005
5	FILES OF THE SPECIAL COUNSEL AND DEPUTY SPECIAL COUNSEL - Annual Reports of the Special Counsel Disposition Authority Number: DAA-0481-2013-0008-0006
6	RECORDS OF THE OFFICE OF GENERAL COUNSEL (OGC) - Opinions Disposition Authority Number: DAA-0481-2013-0008-0007
7	RECORDS OF THE OFFICE OF GENERAL COUNSEL (OGC) - Substantive Litigation Files Disposition Authority Number: DAA-0481-2013-0008-0008
8	RECORDS OF THE OFFICE OF GENERAL COUNSEL (OGC) - All Other Litigation Files Disposition Authority Number: DAA-0481-2013-0008-0009
9	RECORDS OF THE OFFICE OF GENERAL COUNSEL (OGC) - Settlement Agreements Disposition Authority Number: DAA-0481-2013-0008-0010
10	RECORDS OF THE ALTERNATIVE DISPUTE RESOLUTION (ADR) UNIT - Confidential Case File Documents Disposition Authority Number: DAA-0481-2013-0008-0011
11	RECORDS OF THE ALTERNATIVE DISPUTE RESOLUTION (ADR) UNIT - Program Administrative Files Disposition Authority Number: DAA-0481-2013-0008-0012
12	RECORDS OF THE HATCH ACT UNIT - Formal Advisory Opinions Disposition Authority Number: DAA-0481-2013-0008-0013
13	RECORDS OF THE DISCLOSURE UNIT - Disclosure Records - Substantive Case Files Disposition Authority Number: DAA-0481-2013-0008-0014

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| 14 | RECORDS OF THE DISCLOSURE UNIT - Disclosure Records, Referred Official File<br>Disposition Authority Number: DAA-0481-2013-0008-0015                     |
| 15 | RECORDS OF THE DISCLOSURE UNIT - Disclosure Records - All other cases<br>Disposition Authority Number: DAA-0481-2013-0008-0016                           |
| 16 | SUBSTANTIVE INVESTIGATIVE CASE FILES (MA, HA, RE, DP, TS, F3) - Official File<br>Disposition Authority Number: DAA-0481-2013-0008-0017                   |
| 17 | ROUTINE INVESTIGATIVE CASE FILES (MA, HA, RE, DP, TS, F3) Official File<br>Disposition Authority Number: DAA-0481-2013-0008-0018                         |
| 18 | OSC-WIDE FILES - Directives/Policy Letters/Forms<br>Disposition Authority Number: DAA-0481-2013-0008-0019  |
| 19 | OSC-WIDE FILES - Standard Operating Procedures (SOP)<br>Disposition Authority Number: DAA-0481-2013-0008-0020  |
| 20 | OSC-WIDE FILES - Reading or Chronological Files<br>Disposition Authority Number: DAA-0481-2013-0008-0021   |
| 21 | OSC-WIDE FILES - Subject Files<br>Disposition Authority Number: DAA-0481-2013-0008-0022  |
| 22 | OSC-WIDE FILES - Subject Files<br>Disposition Authority Number: DAA-0481-2013-0008-0023  |
| 23 | OSC-WIDE FILES - Public File<br>Disposition Authority Number: DAA-0481-2013-0008-0024  |
| 24 | OSC-WIDE FILES - Presidential/Congressional Correspondence - Congressional Affairs Liaison copy<br>Disposition Authority Number: DAA-0481-2013-0008-0025 |
| 25 | OSC-WIDE FILES - Presidential/Congressional Correspondence - Congressional Affairs Liaison copy<br>Disposition Authority Number: DAA-0481-2013-0008-0027 |
| 26 | OSC-WIDE FILES - Required Annual Survey<br>Disposition Authority Number: DAA-0481-2013-0008-0029   |
| 27 | OSC-WIDE FILES - Publications<br>Disposition Authority Number: DAA-0481-2013-0008-0030   |
| 28 | OSC-WIDE FILES - Press Releases<br>Disposition Authority Number: DAA-0481-2013-0008-0031   |
| 29 | OSC-WIDE FILES - Speaker Request Forms<br>Disposition Authority Number: DAA-0481-2013-0008-0032  |
| 30 | OSC-WIDE FILES - ERMS - Crystal Reports Server XI<br>Disposition Authority Number: DAA-0481-2013-0008-0035   |
| 31 | OSC-WIDE FILES - E-File System - database  |

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	Disposition Authority Number: DAA-0481-2013-0008-0040
32	OSC-WIDE FILES - OSC Intranet Web Content Disposition Authority Number: DAA-0481-2013-0008-0044
33	OSC-WIDE FILES - OSC Intranet - Design, Management, and Operations Records , including Log Files. Disposition Authority Number: DAA-0481-2013-0008-0045
34	OSC-WIDE FILES - OSC2000 Master Files Disposition Authority Number: DAA-0481-2013-0008-0046
35	OSC-WIDE FILES - OSC2000 Personally Identifiable Information (PII) Disposition Authority Number: DAA-0481-2013-0008-0047
36	OSC-WIDE FILES - OSC Internet Web Content Disposition Authority Number: DAA-0481-2013-0008-0048
37	OSC-WIDE FILES - OSC Internet - Design, Management, and Operations Records , including Log Files. Disposition Authority Number: DAA-0481-2013-0008-0049
38	RECORDS OF THE ALTERNATIVE DISPUTE RESOLUTION (ADR) UNIT - Case Files Disposition Authority Number: DAA-0481-2013-0008-0052

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

## Records Schedule Items

Sequence Number	
1	<p><b>FILES OF THE SPECIAL COUNSEL AND DEPUTY SPECIAL COUNSEL - Council of Inspectors General on Integrity and Efficiency (CIGIE) or similar councils.</b></p> <p>Disposition Authority Number      DAA-0481-2013-0008-0001</p> <p>a. Office of Special Counsel (OSC) final opinions offering conclusions on issues surrounding investigations of Inspectors General.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Withdrawn</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p>GRS or Superseded Authority Citation      N1-481-03-1, Item 1a</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off at the end of the term of the Special Counsel</p> <p>Transfer to Inactive Storage          Transfer paper records to the Federal Records Center five years after cutoff. Transfer legal custody of paper records to National Archives 30 years after cutoff. Transfer legal custody of electronic records to National Archives 30 years after cutoff</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 30 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>First year of records accumulation      1979</p> <p>What will be the date span of the initial transfer of records to the National Archives?      Unknown records are being inventoried</p> <p>How frequently will your agency transfer these records to the National Archives?      Unknown records are being inventoried</p>

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2	<p><b>FILES OF THE SPECIAL COUNSEL AND DEPUTY SPECIAL COUNSEL - Council of Inspectors General on Integrity and Efficiency (CIGIE) or similar councils</b></p> <p>Disposition Authority Number      DAA-0481-2013-0008-0002</p> <p><b>b. Special Counsel's files consisting of council agendas, meeting notes, background material, etc</b></p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Withdrawn</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p>GRS or Superseded Authority Citation      N1-481-03-1, Item 1b</p> <p>Disposition Instruction</p> <p>Cutoff Instruction                      Cut off at the end of the term of the Special Counsel</p> <p>Retention Period                      Destroy when no longer needed</p> <p>Additional Information</p> <p>GAO Approval                          Not Required</p>
3	<p><b>FILES OF THE SPECIAL COUNSEL AND DEPUTY SPECIAL COUNSEL - Subject Files</b></p> <p>Disposition Authority Number      DAA-0481-2013-0008-0004</p> <p><b>Letters, memoranda, and other documents signed-off by the Special Counsel and Deputy Special Counsel prescribing OSC's policies, programs and objectives, created in formulating and implementing plans, responses and decisions on matters of major policy impact, or in providing operational and managerial guidance to all organizational segments of the office.</b></p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Withdrawn</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p>GRS or Superseded Authority Citation      N1-481-03-1, Item 3</p> <p>Disposition Instruction</p>

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Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

Cutoff Instruction	Cut off at the end of the term of the Special Counsel
Transfer to Inactive Storage	Transfer paper records to the Federal Records Center five years after cutoff. Transfer legal custody of paper records to National Archives 30 years after cutoff. Transfer legal custody of electronic records to national Archives 30 years after cutoff.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff

## Additional Information

First year of records accumulation	1979
What will be the date span of the initial transfer of records to the National Archives?	Unknown records are being inventoried
How frequently will your agency transfer these records to the National Archives?	Unknown records are being inventoried

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## FILES OF THE SPECIAL COUNSEL AND DEPUTY SPECIAL COUNSEL - Schedule of Daily Activities

Disposition Authority Number      DAA-0481-2013-0008-0005

Schedule of daily activities such as calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits and other activities by the Special Counsel and the Deputy Special Counsel while serving in an official capacity. Records containing substantive information relating to official activities, the substance of which has not been incorporated into memoranda, reports, correspondence or other official files. Records created or maintained in hard copy or electronic form

Final Disposition	Permanent
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-481-03-1, Item 4a N1-281-03-1, Item 4b

## Disposition Instruction

Cutoff Instruction	Cut off at the end of the term of the Special Counsel
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Transfer to Inactive Storage      Transfer paper records to the Federal Records Center five years after cutoff. Transfer legal custody of paper records to National Archives 30 years after cutoff. Transfer legal custody of electronic records to National Archives 30 years after cutoff.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 30 year(s) after cutoff

## Additional Information

First year of records accumulation      1979

What will be the date span of the initial transfer of records to the National Archives?      Unknown records are being inventoried

How frequently will your agency transfer these records to the National Archives?      Unknown records are being inventoried

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## FILES OF THE SPECIAL COUNSEL AND DEPUTY SPECIAL COUNSEL - Annual Reports of the Special Counsel

Disposition Authority Number      DAA-0481-2013-0008-0006

Reports produced at the end of each fiscal year describing the significant activities of the office during that period. This includes a discussion of major case activities and administrative functions.

Final Disposition      Permanent

Item Status      Withdrawn

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

GRS or Superseded Authority Citation      NC1-481-85-1, Item 4

## Disposition Instruction

Cutoff Instruction      Cut off annually at the end of the fiscal year

Transfer to Inactive Storage      Transfer legal custody of paper records to the National Archives 20 years after cutoff. Transfer legal custody of electronic records to National Archives 20 years after cutoff.

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Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cutoff

## Additional Information

First year of records accumulation      1979

What will be the date span of the initial transfer of records to the National Archives?      Unknown records are being inventoried

How frequently will your agency transfer these records to the National Archives?      Unknown records are being inventoried

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## RECORDS OF THE OFFICE OF GENERAL COUNSEL (OGC) - Opinions

Disposition Authority Number      DAA-0481-2013-0008-0007

OSC legal opinions concerned with the interpretation of statutes, laws and regulations. Contains signed final opinion and backup material. Arranged by subject.

Final Disposition      Permanent

Item Status      Withdrawn

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

GRS or Superseded Authority Citation      N1-481-03-1, Item 5

## Disposition Instruction

Cutoff Instruction      Cut off annually at the end of the fiscal year

Transfer to Inactive Storage      Transfer paper records to the nearest Federal Records Center five years after cutoff. Transfer legal custody of paper records to National Archives 30 years after cutoff. Transfer legal custody of electronic records to National Archives 30 years after cutoff.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 30 year(s) after cutoff

## Additional Information

First year of records accumulation      1979

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What will be the date span of the initial transfer of records to the National Archives? Unknown records are being inventoried

How frequently will your agency transfer these records to the National Archives? Unknown records are being inventoried

## RECORDS OF THE OFFICE OF GENERAL COUNSEL (OGC) - Substantive Litigation Files

Disposition Authority Number DAA-0481-2013-0008-0008

a. Records relating to OGC activities in connection with the legal defense of OSC and its interests in matters and claims filed against the agency in courts, administrative tribunals, or other forums. Such matters include: lawsuits filed in Federal and other courts against OSC; adverse action appeals, EEO complaints, formal and informal discovery requests received by OSC and other claims or similar proceedings. OGC litigation files do not include litigation actions initiated by other OSC units. Cases that are of extraordinary importance to the nation and/or OSC and that are approved for permanent status by the Special Counsel

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-481-03-1, Item 16(a1)

### Disposition Instruction

Cutoff Instruction cutoff when case is closed

Transfer to Inactive Storage One year after the file is closed, retire the paper case file to the nearest Federal Records Center.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

### Additional Information

First year of records accumulation 1979

What will be the date span of the initial transfer of records to the National Archives? Unknown records are being inventoried

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	How frequently will your agency transfer these records to the National Archives?	Unknown records are being inventoried
8	<b>RECORDS OF THE OFFICE OF GENERAL COUNSEL (OGC) - All Other Litigation Files</b>	
	Disposition Authority Number	DAA-0481-2013-0008-0009
	b. Records relating to OGC activities in connection with the legal defense of OSC and its interests in matters and claims filed against the agency in courts, administrative tribunals, or other forums. Such matters include: lawsuits filed in Federal and other courts against OSC; adverse action appeals, EEO complaints, formal and informal discovery requests received by OSC and other claims or similar proceedings. OGC litigation files do not include litigation actions initiated by other OSC units: All other cases	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-481-03-1, Item 16 (a2)
	<b>Disposition Instruction</b>	
	Cutoff Instruction	cutoff when case is closed
	Transfer to Inactive Storage	One year after the file is closed, retire the paper case file to the nearest Federal Records Center.
	Retention Period	Destroy 7 year(s) after date of closure
	<b>Additional Information</b>	
	GAO Approval	Not Required
9	<b>RECORDS OF THE OFFICE OF GENERAL COUNSEL (OGC) - Settlement Agreements</b>	
	Disposition Authority Number	DAA-0481-2013-0008-0010
	The signed, final agreement that results when parties to litigation or a dispute resolve the matter at issue.	
	Final Disposition	Temporary
	Item Status	Withdrawn

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	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	cutoff when case is closed
	Transfer to Inactive Storage	One year after the file is closed, retire the paper agreement to the nearest Federal Records Center
	Retention Period	Destroy 20 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
10	<b>RECORDS OF THE ALTERNATIVE DISPUTE RESOLUTION (ADR) UNIT - Confidential Case File Documents</b>	
	Disposition Authority Number	DAA-0481-2013-0008-0011
	Records that are prohibited from disclosure under the Administrative Dispute Resolution Act of 1996, 5 U.S.C. §574	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-481-03-1, Item 8a
	<b>Disposition Instruction</b>	
	Retention Period	Destroy immediately after ADR case file is closed
	<b>Additional Information</b>	
	GAO Approval	Not Required
11	<b>RECORDS OF THE ALTERNATIVE DISPUTE RESOLUTION (ADR) UNIT - Program Administrative Files</b>	
	Disposition Authority Number	DAA-0481-2013-0008-0012
	Records and background material relating to program guidance, issues, presentations and projects. May include copies of statutes and regulations, reports	

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to senior staff, program evaluations, copies of material distributed at ADR seminars and news and journal articles.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-481-03-1, Item 8b

## Disposition Instruction

Retention Period Destroy when no longer needed

## Additional Information

GAO Approval Not Required

12 RECORDS OF THE HATCH ACT UNIT - Formal Advisory Opinions

Disposition Authority Number DAA-0481-2013-0008-0013

Responses to requests for advice about permissible and impermissible political activity under the Hatch Act. Includes the original request, response and related background information

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-481-03-1, Item 9

## Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year

Retention Period Destroy 6 year(s) after cutoff

## Additional Information

GAO Approval Not Required

13 RECORDS OF THE DISCLOSURE UNIT - Disclosure Records - Substantive Case Files

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
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Disposition Authority Number DAA-0481-2013-0008-0014

a(1) These files consist of the records pertaining to actions taken pursuant to 5 U.S.C. §1213 regarding allegations of a violation of law, rule or regulation, gross mismanagement, a gross waste of funds and a specific and substantial danger to public health and/or safety received by OSC. The records include, but are not limited to, the original disclosure, internal memoranda, correspondence, agency or Inspector General's reports, and whistleblower comments pertaining to each matter handled. Cases that are of extraordinary importance to the nation and/or the OSC and that are approved for permanent status by the Special Counsel.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-481-03-1, Item 16(a1)

## Disposition Instruction

Cutoff Instruction cut off when case is closed

Transfer to Inactive Storage One year after the file is closed, retire the paper case file to the nearest Federal Records Center.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

## Additional Information

First year of records accumulation 1979

What will be the date span of the initial transfer of records to the National Archives? Unknown records are being inventoried

How frequently will your agency transfer these records to the National Archives? Unknown records are being inventoried

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RECORDS OF THE DISCLOSURE UNIT - Disclosure Records, Referred Official File

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a(2) These files consist of the records pertaining to actions taken pursuant to 5 U.S.C. §1213 (D10/D60 code) regarding allegations of a violation of law, rule

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or regulation, gross mismanagement, a gross waste of funds and a specific and substantial danger to public health and/or safety received by OSC. The records include, but are not limited to, the original disclosure, internal memoranda, correspondence, agency or Inspector General's reports, and whistleblower comments pertaining to each matter handled. (2) These are cases that result in either a referral to the agency head pursuant to 5 U.S.C. § 1213 (D10/D60 code) or an informal referral to an agency's Inspector General.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

## Disposition Instruction

Cutoff Instruction cut off when case is closed

Transfer to Inactive Storage One year after the file is closed, retire the paper case file to the nearest Federal Records Center.

Retention Period Destroy 10 year(s) after cutoff

## Additional Information

GAO Approval Not Required

RECORDS OF THE DISCLOSURE UNIT - Disclosure Records - All other cases

Disposition Authority Number DAA-0481-2013-0008-0016

These files consist of the records pertaining to actions taken pursuant to 5 U.S.C. §1213 regarding allegations of a violation of law, rule or regulation, gross mismanagement, a gross waste of funds and a specific and substantial danger to public health and/or safety received by OSC. The records include, but are not limited to, the original disclosure, internal memoranda, correspondence, agency or Inspector General's reports, and whistleblower comments pertaining to each matter handled and have not resulted in either referral to an agency head or an IG or that are not cases of extraordinary importance to the nation and/or the OSC.

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Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

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GRS or Superseded Authority Citation	N1-481-03-1, Item 16(a2)
<b>Disposition Instruction</b>	
Cutoff Instruction	cut off when case is closed
Transfer to Inactive Storage	One year after the file is closed, retire the paper case file to the nearest Federal Records Center
Retention Period	Destroy 6 year(s) after cutoff
<b>Additional Information</b>	
GAO Approval	Not Required
<b>SUBSTANTIVE INVESTIGATIVE CASE FILES (MA, HA, RE, DP, TS, F3) - Official file</b>	
Disposition Authority Number	DAA-0481-2013-0008-0017
a. Case files created pursuant to/in accordance with 5 U.S.C. §§ 1103, 1212, 1214-1216, and 1303, 38 U.S.C. § 4324, et seq., and other applicable authorities; Cases that are of extraordinary importance to the nation and/or the OSC and that are approved for permanent status by the Special Counsel	
Final Disposition	Permanent
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-481-03-1, 16 (a1)
<b>Disposition Instruction</b>	
Cutoff Instruction	cut off when case is closed
Transfer to Inactive Storage	One year after the file is closed, retire the paper case file to the nearest Federal Records Center.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff
<b>Additional Information</b>	
First year of records accumulation	1979
What will be the date span of the initial transfer of records to the National Archives?	Unknown records are being inventoried

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	How frequently will your agency transfer these records to the National Archives?	Unknown records are being inventoried
17	<b>ROUTINE INVESTIGATIVE CASE FILES (MA, HA, RE, DP, TS, F3) Official File</b> Disposition Authority Number DAA-0481-2013-0008-0018 <b>b. Case files created pursuant to/in accordance with 5 U.S.C. §§ 1103, 1212, 1214-1216, and 1303, 38 U.S.C. § 4324, et seq., and other applicable authorities. All other cases</b> Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No GRS or Superseded Authority Citation N1-481-03-1, Item 16(a2) <b>Disposition Instruction</b> Cutoff Instruction cut off when case is closed Transfer to Inactive Storage One year after the file is closed, retire the paper case file to the nearest Federal Records Center Retention Period Destroy 6 year(s) after cutoff <b>Additional Information</b> GAO Approval Not Required	
18	<b>OSC-WIDE FILES - Directives/Policy Letters/Forms</b> Disposition Authority Number DAA-0481-2013-0008-0019 Record set of directives (an OSC issuance that deals with delegations of authority, or policies, procedures, or instructions of a continuing nature and indefinite life span, applying to OSC employees agency-wide or across unit lines), or Policy Letters (an OSC issuance that refers to general or informational material issued by the Special Counsel or Deputy Special Counsel) or Forms (issued by OSC for general, ongoing use by agency employees, as well as OSC forms issued by program units for use by the public.) Final Disposition Permanent Item Status Withdrawn Is this item media neutral? Yes	

# WITHDRAWN-RETURNED WITHOUT ACTION

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-481-03-1, 10b

**Disposition Instruction**

Cutoff Instruction Cut off annually at the end of the fiscal year when cancelled (rescinded or declared obsolete.)

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff

## Additional Information

First year of records accumulation 1979

What will be the date span of the initial transfer of records to the National Archives? Unknown records are being inventoried

How frequently will your agency transfer these records to the National Archives? Unknown records are being inventoried

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## OSC-WIDE FILES - Standard Operating Procedures (SOP)

Disposition Authority Number DAA-0481-2013-0008-0020

OSC issuance with information of a continuing nature and indefinite life span, covering responsibilities, policies, procedures or other information derived from statute or regulatory requirement, utilized by unit personnel in the performance of unit responsibilities

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

**Disposition Instruction**

Retention Period Destroy when no longer needed

**Additional Information**

GAO Approval Not Required

# WITHDRAWN-RETURNED WITHOUT ACTION

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

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## OSC-WIDE FILES - Reading or Chronological Files

Disposition Authority Number DAA-0481-2013-0008-0021

Reference copies of correspondence, memos, etc., maintained for business needs, including non-case correspondence

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-481-03-1, Item 11

### Disposition Instruction

Retention Period Destroy when no longer needed

### Additional Information

GAO Approval Not Required

21

## OSC-WIDE FILES - Subject Files

Disposition Authority Number DAA-0481-2013-0008-0022

a. a. Program correspondence, reports, studies, proposals and related materials that document policy-making decisions or significant OSC program management functions, signed by or addressed to OSC management and staff below the Special Counsel level

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-481-03-1, Item 12a

### Disposition Instruction

Cutoff Instruction Cut off annually at the end of the fiscal year

Retention Period Destroy 10 year(s) after cutoff

### Additional Information

# WITHDRAWN-RETURNED WITHOUT ACTION

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

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GAO Approval Not Required

## OSC-WIDE FILES - Subject Files

Disposition Authority Number DAA-0481-2013-0008-0023

b. Files documenting program transactions of a routine or recurring nature.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-481-03-1, Item 12b

## Disposition Instruction

Retention Period Destroy when 2 years old or no longer needed for reference, whichever is sooner.

## Additional Information

GAO Approval Not Required

23

## OSC-WIDE FILES - Public File

Disposition Authority Number DAA-0481-2013-0008-0024

Contains public version of correspondence to the President, agency reports, and whistleblowers' comments with their consent, extracted from cases referred to the head of an agency.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-481-90-1, Item 2(c)

## Disposition Instruction

Cutoff Instruction Cut off annually at the end of the fiscal year

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off

# WITHDRAWN-RETURNED WITHOUT ACTION

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

## Additional Information

First year of records accumulation 1979

What will be the date span of the initial transfer of records to the National Archives? Unknown records are being inventoried

How frequently will your agency transfer these records to the National Archives? Unknown records are being inventoried

24

## OSC-WIDE FILES - Presidential/Congressional Correspondence - Congressional Affairs Liaison copy

Disposition Authority Number DAA-0481-2013-0008-0025

a.(1) Includes Congressional inquiries between OSC and the President or Congress or the request of any committee or subcommittee thereof, by report, testimony, or otherwise, information and the agency's views on functions, responsibilities, or other matters

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

## Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year

Retention Period Destroy 10 year(s) after cut off

## Additional Information

GAO Approval Not Required

25

## OSC-WIDE FILES - Presidential/Congressional Correspondence - Congressional Affairs Liaison copy

Disposition Authority Number DAA-0481-2013-0008-0027

b(1) b. Correspondence received and referred to the program offices for reply. Includes copies of responses and background materials, such as letters and memoranda, notes from meetings or telephone calls, transcripts from Congressional inquiries or hearings, testimonies and public hearing records. Includes correspondence from members of Congress and its committees

# WITHDRAWN-RETURNED WITHOUT ACTION

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year
	Retention Period	Destroy 10 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
26	OSC-WIDE FILES - Required Annual Survey	
	Disposition Authority Number	DAA-0481-2013-0008-0029
	Annual surveys required by	Section 13, Public Law 103-424
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-481-03-1, Item 7
	Disposition Instruction	
	Cutoff Instruction	Cut off annually at the end of the fiscal year
	Retention Period	Destroy after results are compiled and published in the Annual Report.
	Additional Information	
	GAO Approval	Not Required
27	OSC-WIDE FILES - Publications	
	Disposition Authority Number	DAA-0481-2013-0008-0030
	Official publications of the OSC, such as posters, brochures, pamphlets, handbooks, reports and other public relations and educational materials prepared to furnish information or to promote agency programs.	

# WITHDRAWN-RETURNED WITHOUT ACTION

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

Final Disposition	Permanent
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-481-03-1, Item 13
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off annually at the end of the calendar year.
Transfer to the National Archives for Accessioning	Transfer one copy of each publication to the National Archives 30 years after cutoff.
<b>Additional Information</b>	
First year of records accumulation	1979
What will be the date span of the initial transfer of records to the National Archives?	Unknown records are being inventoried
How frequently will your agency transfer these records to the National Archives?	Unknown records are being inventoried

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## OSC-WIDE FILES - Press Releases

Disposition Authority Number	DAA-0481-2013-0008-0031
Final Disposition	Permanent
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-481-03-1, Item 14
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off annually at the end of the calendar year.
Transfer to the National Archives for Accessioning	Transfer one copy of each press release to the National Archives 30 years after cutoff.

# WITHDRAWN-RETURNED WITHOUT ACTION

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

## Additional Information

First year of records accumulation 1979

What will be the date span of the initial transfer of records to the National Archives? Unknown records are being inventoried

How frequently will your agency transfer these records to the National Archives? Unknown records are being inventoried

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## OSC-WIDE FILES - Speaker Request Forms

Disposition Authority Number DAA-0481-2013-0008-0032

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-481-03-1, Item 15

Disposition Instruction

Cutoff Instruction Cut off annually at the end of the fiscal year

Retention Period Destroy 2 year(s) after cut off

## Additional Information

GAO Approval Not Required

30

## OSC-WIDE FILES - ERMS - Crystal Reports Server XI

Disposition Authority Number DAA-0481-2013-0008-0035

System used to produce various reports, i.e. administrative systems for budget, FOIA annual reports, accession reports and USERRA reports. System content includes case file information such as case file number, file name and summary information.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

# WITHDRAWN-RETURNED WITHOUT ACTION



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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

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electronic format(s) other than e-mail and word processing?

## Disposition Instruction

Retention Period                      Maintain system until replaced and all data is transferred, then delete

## Additional Information

GAO Approval                              Not Required

## OSC-WIDE FILES - E-File System - database

Disposition Authority Number      DAA-0481-2013-0008-0040

Final Disposition                        Temporary

Item Status                                Withdrawn

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?                      Yes

## Disposition Instruction

Retention Period                        Maintain database until obsolete or replaced. Migrate all data to the new system, then delete.

## Additional Information

GAO Approval                              Not Required

32

## OSC-WIDE FILES - OSC Intranet Web Content

Disposition Authority Number      DAA-0481-2013-0008-0044

Internal agency website containing HTML web pages that may or may not contain external URL links and images

Final Disposition                        Temporary

Item Status                                Withdrawn

Is this item media neutral?          No

Explanation of limitation              The records are electronic

Do any of the records covered by this item currently exist in

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Retention Period Destroy when no longer needed to conduct agency business.

## Additional Information

GAO Approval Not Required

OSC-WIDE FILES - OSC Intranet - Design, Management, and Operations Records, including Log Files.

Disposition Authority Number DAA-0481-2013-0008-0045

Any design records, templates, standards, policies for adding content, site traffic and changing server records, search result reports, traffic logs, or software records.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Retention Period Destroy when superseded, obsolete, or when no longer needed to conduct agency business.

## Additional Information

GAO Approval Not Required

OSC-WIDE FILES - OSC2000 Master Files

Disposition Authority Number DAA-0481-2013-0008-0046

. Agency-unique program to track the history of case files processed by various agency sections.

Final Disposition Temporary

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# WITHDRAWN-RETURNED WITHOUT ACTION

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

	<b>Item Status</b>	Withdrawn
	<b>Is this item media neutral?</b>	No
	<b>Explanation of limitation</b>	The records are electronic
	<b>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</b>	Yes
	<b>Do any of the records covered by this item exist as structured electronic data?</b>	Yes
	<b>Disposition Instruction</b>	
	<b>Retention Period</b>	Destroy when obsolete, replaced, or no longer needed for business purposes.
	<b>Additional Information</b>	
	<b>GAO Approval</b>	Not Required
35		<b>OSC-WIDE FILES - OSC2000 Personally Identifiable Information (PII)</b>
	<b>Disposition Authority Number</b>	DAA-0481-2013-0008-0047
		<b>Information such as name, address, etc, that could be used to identify the complainant or whistleblower.</b>
	<b>Final Disposition</b>	Temporary
	<b>Item Status</b>	Withdrawn
	<b>Is this item media neutral?</b>	Yes
	<b>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</b>	Yes
	<b>Do any of the records covered by this item exist as structured electronic data?</b>	Yes
	<b>Disposition Instruction</b>	
	<b>Retention Period</b>	Delete PII from the database 25 years after the case file is destroyed.
	<b>Additional Information</b>	
	<b>GAO Approval</b>	Not Required
36		<b>OSC-WIDE FILES - OSC Internet Web Content</b>
	<b>Disposition Authority Number</b>	DAA-0481-2013-0008-0048

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

Public agency website content containing HTML web pages that may or may not contain external URL links and images.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation The records are electronic

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Retention Period Destroy when no longer needed to conduct agency business.

## Additional Information

GAO Approval Not Required

37 OSC-WIDE FILES - OSC Internet - Design, Management, and Operations Records, including Log Files.

Disposition Authority Number DAA-0481-2013-0008-0049

Any design records, templates, standards, policies for adding content, site traffic and changing server reports, search result reports, traffic logs, or software records.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Retention Period Destroy when superseded, obsolete, or no longer needed for the conduct of agency business.

## Additional Information

# WITHDRAWN-RETURNED WITHOUT ACTION

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

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GAO Approval	Not Required
<b>RECORDS OF THE ALTERNATIVE DISPUTE RESOLUTION (ADR) UNIT - Case Files</b>	
Disposition Authority Number	DAA-0481-2013-0008-0052
<b>Case Files (Confirmation letters, correspondence, Agreement to Mediate, Settlement Agreement, Closure letter, Participant Evaluation)</b>	
Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-481-03-1, Item 8a
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off when case closes.
Retention Period	Destroy 7 year(s) after cutoff.
<b>Additional Information</b>	
GAO Approval	Not Required

# WITHDRAWN-RETURNED WITHOUT ACTION

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0481-2013-0008

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
01/09/2013	Certify	Miriam Weiss	Chief, Document Control Branch	Office of Special Council - Document Control Branch
06/06/2013	Return for Revision	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
01/29/2014	Submit For Certification	Miriam Weiss	Chief, Document Control Branch	Office of Special Council - Document Control Branch
01/29/2014	Certify	Miriam Weiss	Chief, Document Control Branch	Office of Special Council - Document Control Branch
03/11/2015	Return for Revision	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services
08/12/2016	Return Without Action	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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